# Approved For Release 2000/08/16 : CIA-RDP80-01826R000300040009-0

### LIST OF SA/D/PERS ACTIVITIES

Function Basis Mechanism Implemented through procedures estab-Processing of involuntary separations. lished by the referenced Regulation and Handbook, including more detailed procedures established by D/Pers, General Counsel, and others. Processing of Surplus Person-Implemented through procedures prenel cases. scribed by referenced Regulation and more detailed procedures prescribed by D/Pers. Authentication of Form 1152 by Approving "adverse" personnel Delegation of authority dated 4 November 1957. With referactions on behalf of D/Pers SA/D/Pers. (change to lower grade, inence to Salary Retention, OPM cluding salary retention; sus-No. 20-605-14, Supplement 1. pension; termination; resignation in lieu of termination). Reviewing requests for Fitness Staff members examine such requests for Duty Examinations, advisenroute to the Medical Staff and ing and taking appropriate actake appropriate action in light of tion on the basis of medical the subsequent medical reports. reports issued as a result of

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such examinations.

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#### Function

Advising Career Services and Offices with respect to disciplinary or unsatisfactory performance cases, including the preparation and issuance of letters of warning, and the withholding of Periodic Step Increases.

Screening applicants for Agency employment from a suitability point of view.

Screening candidates for overseas assignment from a suitability point of view.

Coordinating information with respect to problem cases having medical implications (particularly psychiatric) and advising D/Pers as to the disposition of such cases.

# Basis

OPM 20-190-28, dated 19 September 1957
Section II

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# Mechanism

Staff members serve as consultants or advisors to Career Services and Offices. With respect to techniques used, these derive from a variety of sources, including the referenced Regulation. The new Headquarters Handbook on Promoting Good Employee Performance and Conduct will play an important role in this connection.

Applicant Review Panel. Chaired by member of SA/D/Pers Staff.

Overseas Candidate Review Panel. Chaired by member of SA/D/Pers Staff.

Agency Disposition Board.

Memorandum from DD/S to D/Pers, Subject: Applicant Review Panel, dated 22 January 1962

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DD/S memorandum to Personnel, Security, Medical, and IG dated 3 March 1954.